

SANDY CITY/ALTA CANYON SPORTS CENTER
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Center Manager - Alta Canyon Sports Center	<u>Revision Date:</u>	02/06
		<u>EEO Function:</u>	Parks & Rec
		<u>EEO Code:</u>	Professional
		<u>Status:</u>	Exempt (Exec)
		<u>Control No:</u>	20801

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks and Recreation Director, manages, supervises and directs operations of the Alta Canyon Recreation Center (the "Center"), designs and promotes recreational programs for the Center including youth and adult sports programs, classes, activities and other special events.

III. Essential Duties

- Operates and manages the Center
- Designs, promotes, coordinates and directs recreational programs for the Center including youth and adult sports programs, educational and fitness classes, and special events.
- Supervises Center personnel.
- Plans and conducts training and workload scheduling of center staff.
- Prepares and administers Center and program budgets.
- Performs cost analysis of program supplies and equipment.
- Evaluates programs for their effectiveness.
- Develops & implements a marketing plan including flyers, press releases & brochures for the Center's recreation programs.
- Communicates & coordinates with other Parks & Recreation professionals.
- Acts as a liaison and is involved in community organizations (School District, Chamber, Healthy Sandy, Boys and Girls Clubs).
- Maintains communication with other departments and divisions.
- Administers the rental & reservation of all Alta Canyon facilities.
- Implements & administers the Alta Canyon web page and e-commerce plan.
- Coordinates Center records and statistical data.
- Provides specific documentation of inspection and maintenance records to meet risk management standards.
- Organize and oversee Center, Alta Canyon Recreation District and departmental goals.
- Performs general office duties, answer phones, take messages, type letters and open mail.
- Prepare equipment and facility specifications and recommend the purchase of capital improvements.
- Establish rules, regulations and policies related to facility activities.

IV. Marginal Duties

- Stays current on trends in the parks & recreation field.
- Represent the Center on various boards that may include Utah Special District Assoc, Wasatch Area Parks and Recreation, and Sandy City Chamber of Commerce.
- Ability to work with independent contractors.
- Performs other duties as assigned.

V. Qualifications:

Education: Bachelors Degree in recreation management, business management or related field.

Experience: Minimum of four years administering and supervising recreation programs. May substitute up to two years of additional education for experience, except supervisory experience.

License: Must possess a valid Utah Driver's License.

Knowledge of: Principles of management and budgeting; goals and objectives of community recreation program design; CPR, blood borne pathogens, MSDS & OSHA requirements, ADA laws, facility management; correct English usage, spelling and vocabulary. Training and staff development in recreation programs: including fitness, weight training, aerobics, leagues, aquatic programs, pool management and other special events and programs. Familiarity of governmental administration including budgeting, spreadsheets, computers and feasibility analysis. Familiarity with general personnel law, practices and management, including safety procedures and risk management, and effective working relationships with employees and citizens.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; Center budget preparation and supervision; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; direct responsibility for two supervisors and numerous temporary/seasonal employees.

Communication Skills: Communicate effectively verbally and in writing; contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; frequent use of a personal computer, and fax machine; occasional use of a typewriter. General knowledge of operations, procedures and management such as, but not limited to pool filtration systems, chlorine and other sanitation systems, general pool equipment, fitness and aerobic equipment and HVAC.

Analytical Ability: Organize, delegate, and establish meaningful goals; design and implement a variety of recreation programs; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Generally comfortable working conditions with some field work in supervising staff and programs; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/weekend and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.